

**Joliet Park District
3000 W. Jefferson
Joliet, IL 60435**

Job Title: Dance Instructor
Department: Recreation
Reports To: Karen Cooper
FLSA Status: Non-Exempt
Prepared By: Elizabeth Reyes
Prepared Date: 5/27/2016

JOB DESCRIPTION

SUMMARY

Under the direction and supervision of the Recreation Superintendent, the Dance Instructor works directly with the children and teaches them to dance techniques and choreographs routines for recitals and showcases. The dance instructor will also measure students for costumes. Instructor will also instruct competitive team.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead and or teach various dance and basic tumbling techniques and styles to children age 2-14 yrs.
- Choreograph routines for recitals and showcases
- Recommend costume choices for each number to Recreation Superintendent
- Instruct Synergy Dance Competitive Team
- Problem solve differences that may arise with parents or children
- Promote and encourage participation in the program
- Help with planning, developing and implementing the program
- Enforce and follow all rules set forth by the Park District and Recreation Superintendent
- Supervision of the children at all times
- Follow all safety procedures in class

OTHER DUTIES/RESPONSIBILITIES

Other job related duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as the needs of the employer and requirements of the job change.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a part-time position. Days and hours of work are Mondays, Thursdays, Fridays, and Saturdays, 4:00p.m. – 8:00 p.m. Saturday times will vary.

QUALIFICATIONS:

Must be at least 18 years old and have previous dance experience with tap, ballet, and jazz. Other experience with Hip Hop, Lyrical, and basic tumbling preferred. Experience working with children is preferred. Must be CPR/AED certified or ability to become certified.

This job description does not constitute an employment agreement between the employer and employee. The Joliet Park District is an Equal Opportunity Employer.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____